

Planning permit submittals must include the items on this checklist and all required fees. **Items marked with an *** are mandatory for Design Review.

* **APPLICATION MATERIALS**

- ☐ Completed Planning Permit Application Form
- ☐ Signatures of Property Owner and Applicant on the Application Form
- ☐ Letter of Approval from the Homeowners or Business Association (if applicable)
- ☐ Completed Lot Summary Table Form (for projects with floor area changes)

* **ALL PLANS** include the following:

- ☐ **Two (2) sets of plans.** (Note: for projects requiring a public hearing, up to fifteen (15) sets of plans may be required. Consult with Planning staff.)
- ☐ **One (1) electronic version in PDF format** (CD or USB drive).
- ☐ Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.
- ☐ Include North Arrow, date prepared, and bar scale. Acceptable scales are: $\frac{1}{4}" = 1'$ and $\frac{1}{8}" = 1'$. Other scales may be acceptable but should be discussed with Planning staff before filing.
- ☐ Name and phone number of the person preparing the plan
- ☐ Approval stamp/signature and date from the Homeowners/Business Association (if applicable)

* **SITE PLAN** includes the following:

- ☐ Location of proposed development
- ☐ Property lines, distance between outer edge of street curb, and the front/street side property lines
- ☐ Location and dimensions of all existing and proposed buildings
- ☐ Dimensions of existing and proposed front, side, and rear yards
- ☐ Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle back-up areas
- ☐ Building footprints and appropriate height of structures on adjacent lots (for projects requiring a finding pursuant to AMC Section 30.5 7(k) & (l), which allow for reduced setbacks; see privacy and shadow study.)
- ☐ Location of drainage ways and access easements. (Check with the Public Works Department for public utility and access easements.)

* **ROOF PLAN (existing and proposed on separate drawings)** includes the following:

- ☐ All existing and proposed roof elements

* **ELEVATIONS (existing and proposed on separate drawings)** include the following:

- ☐ Fully dimensioned and prepared to an appropriate scale
- ☐ Existing and proposed construction and/or alterations Existing and proposed views of each elevation should appear side by side on the plans.
- ☐ Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes
- ☐ Direction of building elevation (i.e., north, south, etc.)
- ☐ Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building
- ☐ Location of exterior lighting and cut sheet/details of the type of lighting fixtures

* **FLOOR PLANS (existing and proposed on separate drawings)** include the following (if proposing interior remodel or additions):

- ☐ Fully dimensioned and prepared to an appropriate scale
- ☐ Ceiling heights of all interior spaces
- ☐ Rooms labeled for use
- ☐ Show location of all existing and proposed windows and doors.

* **WINDOW SCHEDULE** includes the following (or use City's standard Window Schedule):

- ☐ Numbered inventory list of existing and proposed windows
- ☐ Label existing and proposed window types and dimensions
- ☐ Show compliance for required egress windows for bedrooms.
- ☐ Show style of windows and materials on building plans or elevations.
- ☐ Cut sheets/brochures of proposed windows - include a dimensioned cross section of window, including exterior trim detail.

* **DEMOLITION PLAN** includes the following (if applicable):

- ☐ Identifies all elements that will be removed/replaced
- ☐ Written description of elements that will be removed and/or removed and reused materials

* **PHOTOGRAPHS** include the following:

- ☐ Project site and adjacent properties (streetscape view)
- ☐ Front, side, and rear elevations
- ☐ Proposed work area

LANDSCAPE AND IRRIGATION PLAN includes the following:

- ☐ Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.
- ☐ Location of all trees, shrubs, groundcover, and turf to be planted.
- ☐ Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, and planters.
- ☐ Planting species list with colored palette and common names for all species.
- ☐ Plants should be native, drought-tolerant species consistent with Bay-Friendly Landscaping Guidelines.

CROSS SECTION(S) includes the following:

- ☐ Longitudinal direction
- ☐ Transverse direction

COLOR AND MATERIAL BOARD (major projects only) include the actual samples (maximum size 11" x 17"):

- ☐ Exterior cladding
- ☐ Paint colors
- ☐ Roofing material

PRIVACY/SHADOW STUDY includes the following (if extending along non-conforming setbacks):

- ☐ Site plan showing building footprints of adjacent properties
- ☐ Front elevations of subject property and both adjoining properties
- ☐ Shading angles for June 21 and December 22 at 8:00 a.m., Noon, and 4:00 p.m.

OTHER – Speak to a planner regarding the need to submit the following information:

- ☐ Waste Collection Plan
- ☐ Site Survey conducted by a licensed surveyor
- ☐ Preliminary Title Report (must be less than six months old).
- ☐ Bay-Friendly Landscaping Scorecard